

AZ Regional Communications Unit Program Update

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Overview



- AZ Regional All-Hazards COML Recognition Program
 - Background
 - Application & Taskbook Requirements
 - Review Process
- Recent Actions
- Recommended Revisions to the Recognition Procedure
- Possible Approval; Next Steps

Background



- SIEC's Communications Unit Working Group, with support from the PSIC Office, developed a Communications Unit Leader (COML) Recognition Program, in alignment with the SCIP initiative regarding advancing COML training in AZ.
- The AZ Regional COML Recognition Procedure was approved:
 - By SIEC on May 18, 2010
 - By PSCC on July 20, 2010
- On August 17, 2010, SIEC formed the NIMS Communications Unit (NIMS-CU) Workgroup and approved its Policies and Procedures.

Application Requirements



- Applications for recognition (or renewal) as an AZ Regional All-Hazards COML must be submitted to the PSIC Office.
- Applicants must provide:
 - Arizona Regional All-Hazards COML Submission Checklist which includes personal contact and AZ Agency affiliation information
 - Confirmation that all prerequisite training has been completed
 - Copy of the Certificate from DHS approved All-Hazards COML Training
 - Copy of the Completed All-Hazards COML Taskbook

Taskbook Requirements



- The All-Hazards COML Taskbook must be legible and include the following completed elements:
 - A. Each numbered task in the Taskbook must be initialed by a qualified evaluator who was present at the incident
 - B. Contact information for each evaluator must be provided in the evaluator information section at the back of the Taskbook
 - C. Final Evaluator's Verification: signed verification by a qualified evaluator that all tasks in the Taskbook have been performed and are appropriately documented, and that the candidate has performed as a trainee
 - D. Agency Certification: signed certification by an Arizona Agency Certifying Official, confirming that the candidate has met all requirements for qualification as an All-Hazards COML and that the qualification has been issued

Application Review Process



- The PSIC Office will review application materials for completeness and verify that applicants have provided all necessary documentation.
 - Complete application materials will be distributed to Workgroup members within two weeks of receipt
- The Workgroup will review the candidate's submitted materials and may make additional inquiries if more information is needed from the candidate, Taskbook evaluators and/or the candidate's Agency.
- Approximately two weeks prior to scheduled meetings of SIEC, the Workgroup will meet to discuss applications.
- Workgroup members must abstain from any processing of their own application materials.

Application Review Process, *cont.*



- A minimum of three Workgroup members must actively participate in each applicant-related action.
- Taskbooks will be evaluated by the Workgroup based on the number, depth and complexity of the incidents/events listed.
- After the review is complete, the PSIC Office will advise each applicant and their Agency in writing of the results of the Workgroup's review:
 - Approved applicants will be formally granted recognition. A document confirming the designation will be issued, and they will be added to the AZ Regional All-Hazards COML Resource List
 - Those not granted recognition will be sent the Workgroup's recommendations for additional training and/or experience needed for the applicant to be considered for recognition at a later date

Application Review Meeting



- The NIMS-CU Workgroup convened on May 16, 2011 for the first AZ Regional COML Application Review Meeting.
 - 2 applications were considered
 - Neither applicant was granted recognition as an AZ Regional COML
- A letter with the Workgroup's observations and recommendations was sent to each applicant and copied to their Agency Certifying Official.
 - Applicants were urged to pursue additional training and experience and further encouraged to resubmit revised application materials for future consideration

Recent Updates



- AZ's Recognition Procedure and the NIMS-CU Workgroup Policies/Procedures were recently updated based on the following goals (identified by PSIC & the NIMS-CU Workgroup):
 - Update for consistency with DHS terminology (“All-Hazards”) and revised program requirements; Reference DHS requirements, as appropriate, instead of detailing items that may change
 - Keep information related to the general structure of the Recognition Program in the AZ Regional All-Hazards COML Recognition Procedure (which requires approval of SIEC and PSCC)
 - Move and update information related to Application/Taskbook requirements and related review process to the NIMS-CU Workgroup Policies and Procedures (which requires approval of SIEC only)
- These updated documents were approved by SIEC on August 16. The Recognition Procedure is presented today for PSCC approval.

Recommended Procedure Revisions



The Workgroup recommends revisions to the Arizona Regional COML Recognition Procedure as follows:

- Update document title to “Arizona Regional All-Hazards COML Recognition Procedure”
- Change all references to the Government Information Technology Agency (GITA), including website URLs, emails and physical addresses, to reflect merge into ADOA’s Arizona Strategic Enterprise Technology (ASET) Office
- Move detailed requirements for Taskbooks, application materials, and agency certification to the NIMS-CU Workgroup Policies and Procedures

Recommended Procedure Revisions, *cont.*



- Define “Arizona Agency” in a manner consistent with the AIRS SOP definition (with added AZ requirement):
 - Defined as: any Arizona police, fire, Emergency Medical Service (EMS), municipal, county, State, tribal, or federal Agency, or Non-Governmental Organization (NGO) performing public safety or public service activities
- Additional revisions:
 - **1.3 – References:** Add reference to NIMS-CU Workgroup Policies and Procedures
 - **1.6 – Updates & Revisions:** provide a more detailed description of revision process (i.e., review by the NIMS-CU Workgroup and approval by SIEC and PSCC)
 - **2.2 – Course Prerequisites:** streamline information through DHS website reference
 - **2.3 – Training Course:** update description to reflect revised curriculum length and new federal record-keeping practices
 - **2.10 – Continuing Education and Experience:** recommend continued participation in training, exercises, incidents and events

Next Steps



Discussion; Questions? Possible Approval

If the Arizona Regional All-Hazards COML Recognition Procedure is approved by PSCC, it will be posted on the PSIC website and sent to the interested parties list (about 650 people).

Thank You!

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